



New York State  
Division of Housing and Community Renewal  
**Office of Rent Administration**

**Policy Statement 89-4**

*Policy Statement 89-4 (March 31, 1989)*

***Expedited MCI***

This policy statement outlines the basic components of a new demonstration program that will expedite the processing of Major Capital Improvement (MCI) applications when an agreement is reached between owners and tenants. An MCI application that owners and tenants have reached agreement on the type of improvements and the rent increase level would receive priority processing.

This new procedure is open to all tenant organizations or individual building associations and owners on a city-wide basis. In order to expedite the processing of an MCI application, the following requirements must be met:

- The agreement must receive approval of a minimum of 75% of the tenants in occupancy.
- The MCI application must be totally complete. In the event the application is incomplete when first submitted, it can be resubmitted one time only within the 90 day expedited period recommended below. If the resubmitted application is incomplete it would be removed from the expedited process.

If the above requirements are met, DHCR would:

- process the application within 90 days. If DHCR fails to process the application within 90 days, either the owners or tenants can void the agreement and remove the application from the expedited process, if they so desire.
- reserve the right to remove the application from the expedited process if substantial objections to the MCI application are received from tenants in spite of such agreement, and are substantiated.

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*This document is being reissued for informational purposes only.*

*The original document which contains signatures of authorization is on file at DHCR's Office of Rent Administration.*

